

**Minutes
Committee of the Whole
May 1, 2023**

The Penn Manor School Board met at 5:45 p.m. for an Executive Session to discuss Personnel Items (Resignations, Leaves, and Retirement), Real Estate, and a Legal Matter (Policy Clarification).

The Penn Manor School Board met as a Committee of the Whole at 7:00 p.m. on the above date in the large group instruction room at Penn Manor High School, 100 E. Cottage Avenue, Millersville, PA. The meeting was called to order by Board Vice President, Dr. Joseph Fullerton. The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Carlton Rintz was absent. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, Mr. Daniel Forry, and Mr. Charlie Reisinger. Also in attendance for the meeting: approximately 120 employees and district residents, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 105 people were watching via YouTube.

Dr. Fullerton announced that the next scheduled meeting of the Penn Manor School Board will be held on Monday, May 15, 2023 in the large group instruction (LGI) room at Penn Manor High School at 7:00 p.m.

Dr. Fullerton asked if there were any additions or corrections to the Minutes of the April 17, 2023, Committee of the Whole Meeting. Hearing none, it was moved by Mr. Jackson and seconded by Mrs. Nafziger to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The upcoming board opportunities were reviewed. Mr. Straub reported on the LCCTC meeting held on April 27. Penn Manor senior, Jaden Thompson, placed first in the SkillsUSA competition in Pennsylvania for Web Design & Development and will be competing in the National SkillsUSA competition in Atlanta, GA in late June.

Dr. Gale along with Mr. Carrodo, Mrs. Raff, Mr. Kramer, Mrs. Ostrowski, and Mrs. Eckroat provided an update and data on the ESSER student support positions.

Dr. Gale provided an update of plans for the retention and recruitment of hourly staff through the Substitute Teacher Service and provided the administrative recommendation to increase the base hourly rate for these employees to \$15.00 per hour. Approval for placement of this item on the May 1, 2023, board agenda was approved on a motion by Mr. Straub and seconded by Mr. Jackson. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, no; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, no.

Dr. Gale reviewed recent policy updates for Board Policies being recommended by the Pennsylvania School Boards Association (PSBA) for policies 011, 137, 137.1, 137.2, 137.3, 202, 204, 217, 221, 233, 251, 810. Approval for placement of the first reading of these policies on the May 15, 2023, board agenda was approved on a motion by Mrs. Nafziger and seconded by Mr. Lombardo. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, absent; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

The Committee of the Whole adjourned at 8:33 p.m.

Joseph G. Fullerton, Vice President

Cindy Rhoades, Secretary

MINUTES
Penn Manor Board of School Directors
May 1, 2023

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the large group instruction room at Penn Manor High School, 100 E. Cottage Avenue, Millersville, PA following the Committee of the Whole meeting. The meeting was called to order by Board Vice President, Dr. Joseph Fullerton, at 8:33 p.m. followed by a moment of silence and the flag salute.

Dr. Fullerton announced that the next scheduled meeting will be held on Monday, May 15, 2023, following the Committee of the Whole Meeting.

The following directors were present: Dr. Joseph Fullerton, Mr. S. Frederick Herr, Mr. Wardell Jackson, Mr. Anthony Lombardo, Mrs. Nickole Nafziger, Mr. Christopher Straub, Mr. Mitchell Sweigart, and Ms. Donna Wert. Mr. Carlton Rintz joined the meeting by phone at 8:35 p.m. Present from the administrative staff were Dr. Philip Gale, Mr. Chris Johnston, Dr. Jerry Egan, Dr. Krista Cox, Mr. Daniel Forry, and Mr. Charlie Reisinger. Also in attendance for the meeting: approximately 120 employees and district residents, Mr. Brian Wallace, Mr. Keith Henninger, and Mrs. Cindy Rhoades, Board Secretary. The meeting was televised on Penn Manor's YouTube channel. During the meeting as many as 105 people were watching via YouTube.

Dr. Fullerton asked if there were any citizens who wanted to comment on action items on the board voting agenda. District resident Leah Bacon commented on the topic of support staff salaries. District resident Dana Edsall commented on the topic of the ESSER positions and the support staff salaries. Employee and district resident Ruth Alsdorf commented on the topic of support staff salaries. District resident Matthew Beakes commented on the topic of the ESSER positions. District resident Steve Wolpert commented on the topic of tax increases. District resident Doreen Hershey commented on the topic of tax increases. Employee Barbara Flanary commented on the support staff salaries. District resident and STS employee Michelle Baker commented on STS salaries. District resident Lucy Gillichbauer commented on the topic of tax increases. District resident Timothy Guy commented on the topic of support staff salaries and the ESSER positions. Employee Lorien Gilbert commented on the topic of the ESSER positions.

Dr. Fullerton asked the board whether there were any additions or corrections to the Minutes of the April 17, 2023 meeting. Hearing none, it was moved by Mr. Lombardo and seconded by Mrs. Nafziger to approve the minutes as printed. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Gale provided the Superintendent's report. He reported that 15 middle school chorus member participated in the recent 2023 LLMEA County Chorus Festival – 8 from Manor MS and 7 from Marticville MS. High school teacher, Maria Vita, was awarded the Mary Margaret Moffett Memorial Teaching Award for 2023 which recognizes excellence in scientific psychological instruction for teachers at the high school level. Dr. Gale also reviewed the 2022-23 winter sports season. Mr. Tocci will present a more comprehensive look at the 2022-23 sports seasons at the June 19, 2023 meeting.

Item 1. Review of School Board Meeting Agenda

Item 2. Consent Agenda for the Committee of the Whole Meeting – The committee is recommending approval of the following: (ROLL CALL)

- A. Approval of the Lancaster County Academy Proposed Budget for 2023-2024 Resolution
- B. Approval of Penn Manor Support Staff recruitment and retention plan

Explanation: Increase the base hourly rate to \$15.00 per hour.

- C. Approval to convert the temporary Learning Facilitator, Student Support Facilitator, Academic Support Teacher, and three School Counselors (currently funded by ESSER money) positions to permanent positions and approve an additional Assistant Director of Student Services.

Explanation: Convert the temporary Learning Facilitator, Student Support Facilitator, Academic Support Teacher, and three School Counselors to permanent positions and create an additional Assistant Director of Student Services position.

- D. Approval of Substitute Teacher Service para-professional recruitment and retention plan

Explanation: Increase the base hourly rate to \$15.00 per hour.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2A:

It was moved by Mr. Straub and seconded by Ms. Wert to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2B:

It was moved by Mr. Sweigart and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, no; Mr. Jackson, yes; Mr. Lombardo, no; Mrs. Nafziger, no; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, no. The motion did not carry.

It was moved by Mr. Herr and seconded by Mrs. Nafziger to amend the 2B motion to read *a \$14.00 per hour base hourly rate increase for Penn Manor Support Staff*. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, no; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2C:

It was moved by Mr. Lombardo and seconded by Mr. Herr to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, no; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, no; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, no.

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 2D:

It was moved by Mr. Sweigart and seconded by Mr. Lombardo to approve this item amended to read a *\$14.00 per hour base hourly rate increase*. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, abstained; Mr. Sweigart, yes; Ms. Wert, yes.

Item 3. Consent Agenda for Administrative Actions – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Special Education Legal Consortium Membership at the cost of \$ 1,087.00 for the term of July 1, 2023 through June 30, 2024.

Explanation: This is the tenth year we will participate as part of the IU13 cost savings measure.

- B. New Story 2023 Extended School Year Agreement

Explanation: To provide services for students during the 2023 extended school year at a daily rate of \$300 for one student, \$365 for one student, and \$405 for three students as defined by his/her IEP.

- C. Appointment of Board Treasurer – Appoint Daniel L. Forry to the position of Treasurer of the Board of Directors for a one year term for the coming fiscal year, July 1, 2023 through June 30, 2024.

Explanation: Required by Pennsylvania School Code.

- D. Appointment of Tax Collector – Appoint Daniel L. Forry, Chief Financial Officer, as Tax Collector for the Penn Manor School District effective July 1, 2023 through June 30, 2024.

Explanation: Required by Pennsylvania School Code.

- E. Signing of Checks – BE IT RESOLVED that Daniel L. Forry, Treasurer, is hereby authorized to sign checks (or use facsimile) for the following accounts with three signatures being required effective July 1, 2023.

PMSD General Fund Account
 PMSD Payroll Account
 PMSD Food Service Fund Account
 PMSD Capital Reserve Accounts
 PMSD Section 125 Accounts
 PMSD Construction Fund Accounts
 PMSD Student Activity Fund Account
 PMSD Student Activity Athletic Fund Account

- F. District Income Protection Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2023 to 6/30/2024 at a rate of .14% of covered payroll.

Explanation: Income Protection (disability) benefits are provided to all employees eligible for health care benefits, except for long-term substitutes. The level of coverage is defined in the negotiated agreement. The rate remains the same as the previous year.

- G. District Life Insurance – Assurant Employee Benefits through PSBA Insurance Services for the period of 7/1/2023 to 6/30/2024 at a rate of .07 per \$1,000 for Life coverage and .02 per \$1,000 for Accidental Death and Dismemberment coverage.

Explanation: Life and AD&D benefits are provided to all active employees eligible for healthcare benefits. The level of coverage is defined in the negotiated agreement. The rate remains the same as the previous year.

- H. Student Teaching Affiliation Agreement between Penn Manor School District and IUP for the 23-24 school year

- I. PSBA All Access Package - Membership in the Pennsylvania School Boards Association, for the 2023-2024 school year and payment of dues in the amount of \$18,318.33.

- J. Compaction grouting services proposal by Eastern Gunit Company, Inc.

Explanation: Eastern Gunit will provide qualified personnel to perform the recommended compaction grouting remediation for Option #2 being conducted at Central Manor Elementary School.

MOTION ON THE ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEM 3A-J:

It was moved by Mr. Lombardo and seconded by Ms. Wert to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Item 4. Consent Agenda for Personnel – The administrative staff is recommending approval of the following: (ROLL CALL)

- A. Support Staff Employment and Change in Status of the individuals listed per the effective date for the 2022-2023 school year.
- B. Professional Staff Employment and Change in Status of the individual listed per the effective date for the 2023-2024 school year.
- C. Leave to the individuals according to the terms listed:
Professional Employees:
Employee N13-Intermittent Family Medical Leave-March 24, 2023-March 24, 2023
 [REVISED]

Employee N15-Leave of Absence-April 24, 2023-Start of 2023/2024 School Year
[REVISED]

- D. Resignation of the individual listed per the effective date:
 Jessica Miller, Food Service, Marticville MS, effective 4/17/23
 Kaitlin Helm, Building/Playground Aide, Martic, effective 6/2/23
 Sandra Bock, Food Service, Hambright, effective 6/2/23
 Rhoda Snyder, Guidance Counselor at PMHS, effective 7/1/2023
- E. Retirement of the individual listed per the effective date:
 Sharon Bower, Food Service, High School, effective 6/2/2023
- F. Act 86 - Locally-issued Day-to-Day Substitute Permit for the 2022-23 school year:

Mary Grace Peters	Alyssa Gaus
Rachel Slough	Dana Lutsky
Natalie Flory	Alia Marie Batts
Tanner Shertzer	
- G. Volunteer Listing 2022-2023

MOTION ON PERSONNEL ACTION CONSENT AGENDA ITEM 4A-G: It was moved by Mrs. Nafziger and seconded by Mr. Straub to approve this item. The following voice vote was taken on this motion. Dr. Fullerton, yes; Mr. Herr, yes; Mr. Jackson, yes; Mr. Lombardo, yes; Mrs. Nafziger, yes; Mr. Rintz, yes; Mr. Straub, yes; Mr. Sweigart, yes; Ms. Wert, yes.

Dr. Fullerton asked if there were any citizens who wished to make a comment to the board. There were none.

The meeting was adjourned at 9:35 p.m.

Joseph G, Fullerton, Vice President

Cindy Rhoades, Secretary